CHAPTER 9: PROTECTING CONTROLLED UNCLASSIFIED IINFORMATION

ontrolled Unclassified Information (CUI) is information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and Government-wide policies but is not classified under Executive Order 13526 or the Atomic Energy Act, as amended.

CUI is broken down into categories and subcategories and are the exclusive designations for identifying unclassified information that a law, regulation, or Government-wide policy requires or permits agencies to handle by means of safeguarding or dissemination controls. For example, personally identifiable information (PII) is considered CUI.

The Department is committed to minimizing the risk of exposure or misuse for the data we collect, use, and share to achieve our mission, especially individuals' PII. At HUD, offices are responsible for encrypting PII in transmission and at rest; paper copies are required to be kept under lock and key.

Because allowing paper documents with PII to be removed from HUD into various home and off-site environments for telework can represent a loss of control over the data, employees who telework will not be permitted to take home paper files with PII. Employee workload on telework days should therefore revolve around non-PII data activities or be digitally based. For example, some solutions include:

A.   While in a HUD facility, employees may electronically scan paper documents and upload them to a HUD site or cloud that is access-/permission-restricted. The files can then be accessed electronically during telework.

B.   Paper documents that have been converted to electronic files can be encrypted and emailed to employees for telework.

   For more information on encryption, please see:

A.   "Protecting Privacy with Encryption;" Memorandum from the Senior Agency Official for Privacy and the Chief Information Officer at http://hudatwork.hud.gov/HUD/cio/doc/privacy encrypt.

B.   "Encrypting an Email Message;" OCIO's guide on the Computer Self-Help Desk site: http://hudsharepoint.hud.gov/sites/apps/CSHD/Documents/Encryption-Security/Sending%20an%20Encrypted%20Email.pd.